

~~SECRET~~ **CONFIDENTIAL***Property Authorization*  
25 JUN 1957MEMORANDUM FOR: Chief, Finance Division  
Chief, Machine Records DivisionSUBJECT: Credit Balances Appearing in the Allotment and  
Property Authorization Status Report as a  
Result of Issues of Common Administrative  
Items not Subject to Property Authorization.REFERENCES: (a) Memo dated 16 April 1957 from Chief,  
Finance Division to Chief, TAS.  
(b) Tentative Handbook No.   
(c) Memo dated 20 October 1955 from Deputy  
Comptroller to Office of Communications.

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1. Reference (a) requested that the Technical Accounting Staff review the basis for the recording of expendable and non-expendable common administrative items of property budgeted for by the Office of Logistics and issued to Agency equipments through building supply offices and to revise the system with a view of eliminating "red" balances in the Allotment and Property Authorization Status Report resulting from the recording of such transactions. It was also requested that similar action be taken regarding communication equipment transferred to overseas communication locations for subsequent issue.

JOB NO.	BOX NO.	FID NO.	DOC. NO.	NO CHANGE	IN CLASS / RECORDED	ITEMS ISSUED TO	TS S CPT. JUST. 22	NEXT REV DATE 26 JUN 1957	REV DATE 26 JUN 1957	NO. PGS 3	CREATION DATE 09 OCT 1957	DOC. CLASS S	REV CLASS C	REV CCRD.	AUTHOR 70-3
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The above mentioned issuances of property are then reflected on the 600.2 Property Issues Report and the Allotment and Property Authorization Status Report. Since there is no property authorization issued to cover the aforesaid allotment account numbers it results in the reflecting of credit (red) balances on the Allotment and Property Authorization Status Report.

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3. On 13 June 1957 a meeting attended by representatives of the following offices was held to discuss the possibility of eliminating the subject credit balances:

Finance Division  
Machine Records Division  
Budget Division  
Office of Logistics  
Technical Accounting Staff

4. Adoption of the following procedure was agreed upon for immediate implementation at this meeting:

a. The Office of Logistics will continue to process the documents representing such instances of property in accordance with the current procedure.

b. Machine Records Division will process such documents and include the instances of property on the Cost Report as charges to the allotment account numbers referred to in paragraph 2, above. However, prior to the preparation of the Allotment and Property Authorization Status Report the Machine Records Division will sort out the cards representing charges for instances of property to the [redacted] allotment account numbers and will not include such cards in the preparation of the Allotment and Property Authorization Status Report. The monetary value of the cards so eliminated from the Allotment and Property Authorization Status Report will be used for balancing purposes.

c. The credit balances currently reflected on the Allotment and Property Authorization Status Report will be reversed by Machine Records Division which will sort out the cards representing charges to the fictitious allotment accounts. Such cards will then be eliminated in the preparation of the Allotment and Property Authorization Status Report.

5. In reference (e) it was provided that issue reports received from overseas communications installations would be processed by the Finance Division as charges to using elements and credits to the fictitious 7900 series allotment cost symbol. Inasmuch as there has not been a full compliance by the overseas installations in transmitting issue reports to Headquarters, the Finance Division has not processed the reports received as adjustments to the 7900 series of accounts. In view of the anticipated action to extend financial property accounting to all communications locations at an early date, no action should be taken to process the issue reports on hand or received hereafter as contemplated in reference (e).



Deputy Comptroller.

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*J.M. J.O.G.*  
TAS/LIM/bv (24 June 1957)

Distribution:

Addressee: Finance Division - 2  
Machine Records Division - 1

cc : Budget Division - 1  
PAS - 1  
Office of Communications - 1  
B/F Officer, Office of Communications - 1  
Office of Logistics - 1  
B/F Officer, Office of Logistics  
O/L - SD/SOB - 1

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TRANSMITTAL SLIP		DATE
16/57		
TO: Comptroller		
ROOM NO.	BUILDING	
1039	Alcott	
REMARKS:		
Attn: Technical Accounting Staff		
<p>Let's review this and determine action necessary. Also set up a project assignment therefor.</p> <p><i>SWJ</i></p>		
FROM: Accounts Branch		
<p><i>SWJ</i></p>		
ROOM NO.	BUILDING	EXTENSION
1130	I	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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## Office Memorandum • UNITED STATES GOVERNMENT

**TO** : Comptroller  
**ATTN** : Technical Accounting Staff  
**FROM** : Chief, Finance Division

DATE: 16 April 1957

**SUBJECT:** Credit Balances Appearing in the Allotment Ledger as a Result of Issues of Common Administrative Items not Subject to Property Authorization

25X1 REFERENCE: Tentative



1. Expendable and non-expendable common administrative items of property budgeted for by the Office of Logistics and issued to Agency components through building supply offices are not subject to the Property Authorization Control Procedure. Likewise, communication equipment transferred to overseas communication locations for subsequent issue should not be recorded as an issue in Property Authorization Control Procedure.
2. It is requested that your office review the basis for such recording and revise the system with a view of eliminating "red" balances in the records resulting from the recording of such transactions.

25X1



Distribution:  
Orig & 1 - Addressee

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TAS

Office of Communications

25X1 ATTN :

Deputy Comptroller

Msg. - General  
(7PH)

Property Transfers to COMMO Field Supply Depots - Exception  
to Requirement for Property Authorization Certification

25X1

1. Attached is a copy of my memorandum to the Office of Logistics relative to your discussion with [redacted] of the Technical Accounting Staff on 10 October 1955.
2. It is our understanding that you will inform the affected field locations that henceforth requisitions for the movement of stock from a Z.I. location to a COMMO field supply point will be reflected at Headquarters as an issue and coded to the appropriate symbol as indicated in the attachment. In conjunction with this operation, the field supply depot will be required to establish a suspense folder for accumulation, on a monthly basis, of all issue or requisition actions from their stocks. At month end, project issues report referred to in Para. 5, [redacted] will be prepared and submitted in duplicate to KUBANK headquarters. This report will be utilized by Finance Division, Headquarters to reflect the cost of property issued to various stations, missions, or projects with contra entries to the appropriate symbol as shown in the attachment.
3. It is requested that you coordinate your instructions with this Office.

25X1



**ATTACHMENT-1**

25X1

Memo to LO from Deputy Compt.  
dtd 13 October 1955 Same Subj.

TAS/LOH/ak (13 Oct. 55)  
Rewritten: jah (19 Oct. 55)

Distribution:

Orig. & 1 - Addressee  
1 - Deputy Comptroller

1 - TAS Subject ✓

1 Approved For Release 2002/07/12 : CIA-RDP79-00065A000200120002-4

1 - TAS Reading

Thurmont  
Copy  
X

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